

**UNITED STATES DISTRICT COURT  
WESTERN DISTRICT OF MICHIGAN  
PROBATION AND PRETRIAL SERVICES OFFICE**

**VALERIE A. MARTIN  
CHIEF U.S. PROBATION / PRETRIAL SERVICES OFFICER**

**Reply To:**

■ 101 Federal Building  
110 Michigan Ave. NW  
Grand Rapids, MI 49503  
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**Reply To:**

□ 210 Federal Building  
315 W. Allegan  
Lansing, MI 48933  
TX: (517) 377-1825  
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**August 22, 2008**

□ 100 N. Front St., Ste. 202  
PO Box 906  
Marquette, MI 49855  
TX: (906) 228-7432  
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□ B-10 Federal Building  
410 W. Michigan Ave.  
Kalamazoo, MI 49007  
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**REQUEST FOR PROPOSALS NOTIFICATION LETTER**

Dear Program Directors:

The Request for Proposals (RFP) are now on our website and can be found in each of the catchment areas. It is imperative you review this letter carefully as it provides important information as it relates to the RFP as well as important deadlines.

The RFP contains the full text of all applicable government regulations, and all offers are subject to the provisions contained in the RFP. In responding to the RFP, you should answer fully each item and supply all information requested. The minimum standards for the services listed are contained in the Clauses and Terms of Agreement, and all proposals will be evaluated by the criteria laid out in Section M.

It will be important in completing the RFP to read and review Section L very closely. This section will provide step-by-step instructions and should answer all questions that you may have. In the Narrative Statement, it is important to state, service-by-service, how services will be provided and not just reference back to Section C of the RFP. Regarding staff credentials, copies of licenses and credentials must be provided. If agencies choose to subcontract with another agency, all documentation regarding staff and minimum standards of service must be provided for that "subcontracting" agency. Please carefully consider the references that are being submitted with the proposal, as the reference must be someone your agency has provided services to in the past or who are currently receiving services.

Proposals will be awarded on the basis of initial offers submitted, and each initial offers should contain your organization's best terms from a cost and technical standpoint. There will be no additional opportunity to modify your proposal. Please read the RFP carefully; do not rely on knowledge of previous RFP's, or knowledge of previous federal procurement procedures.

The estimated monthly quantities listed in Section B of the RFP is the estimate of the services to be provided during the term of this agreement. It is only an estimate. Although the government may choose to enter into a Blanket Purchase Agreement (BPA) with multiple vendors, the

government reserves the right to award to a single vendor.

The term of this Blanket Purchase Agreement is twelve (12) months with two (2) option years at the government's discretion.

A vendor must be capable of providing all services identified in Section B and within the geographic area identified in Section B.

All questions or clarifications can be submitted via e-mail to my attention at: [Sheryl\\_Fett@miwp.uscourts.gov](mailto:Sheryl_Fett@miwp.uscourts.gov). Responses to questions will be posted on the website under the Frequently Asked Questions section for all to view. Please check the website frequently for these updates. All questions must be submitted by 4:00 pm on August 22, 2008. No further questions or clarifications will be answered after this date.

In addition, a Bidders' Conference will be held on Monday August 11, 2008, at 1:30 pm in the 3<sup>rd</sup> Floor Conference Room of the Grand Rapids Federal Building, 110 Michigan NW, Grand Rapids, Michigan. For those in the Upper Peninsula, you will be able to attend this meeting via video conferencing in the 3<sup>rd</sup> Floor Courtroom of the Marquette Federal Building, 202 West Washington Street, Marquette, Michigan. It is anticipated this conference will last approximately one hour. The minutes of this conference will be placed on the website following the conference.

For all proposals, an original and one (1) copy MUST be received **no later than 4:00 pm on September 2, 2008**, in the Grand Rapids office of the U.S. Probation & Pretrial Services Office, 110 Michigan NW, Room 101, Grand Rapids, Michigan, 49503. All copies must have an original signature. A copy of the Blanket Purchase Agreement and Clauses and Terms of Agreement should be retained by the vendor for their files. Please do not submit proposals in binders or notebooks. Any proposals received after 4:00 pm on September 2, 2008, will not be accepted.

Sincerely,

A handwritten signature in black ink, appearing to read 'Sheryl R. Fett', with a stylized flourish at the end.

Sheryl R. Fett  
USPO, Drug & Alcohol Treatment Specialist